



CIVIL AIR PATROL NEW JERSEY WING
UNITED STATES AIR FORCE AUXILIARY
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23 August 2003

NJWG 100-1
Supplement to CAPR 100-1, Vol 1; Aug. 1996

COMMUNICATIONS

In accordance with CAPR 100-1, Vol. 1; Section 1-10, a copy of this supplement shall be forwarded to the Director of Communications at National Headquarters Civil Air Patrol, and the Director of Communications, Northeast Region, C.A.P..

CAPR 100-1, volume 1 August 1996 IS SUPPLEMENTED AS FOLLOWS:

Definitions and Acronyms:

DC	Director of Communications.
ES	Emergency Services.
FRS	Family Radio Service.
NJWF	New Jersey Wing Form
NJWG	New Jersey Wing.

Supersedes NJW Supplement 1 26 March 2002 and all previous revisions.
(See Revision Log at last pages of this document)

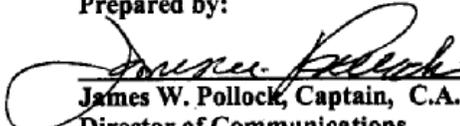
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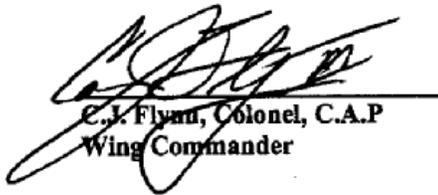
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Approvals and Confirmations

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Director of Communications

Date 07 OCT 2003


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Wing Commander

Date Oct 7, 2003

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Date _____

Distribution:
1 ea NER DC
1 Ea. Unit, NJ 001 LO
1 Ea DOK, NHQ.

(continued)

NJWG Amendments to CAPF 100-1

(continued)

CAPR 100-1, Par. 2-3 is supplemented to add:

Emergency Communications Plan

The Unit Communications Officers Roster, which includes Emergency Contact Personnel, shall be recorded separately from this supplement due to its susceptibility to frequent change.

Mission bases and their operational status, capabilities shall, as designated by the Wing DOS, be described in the Emergency Communications Plan.

CAPR 100-1 Par. 4-3 is supplemented to add:

The Communicator Badge

Applicants for the Communicator Badge must submit the NJWG Basic Communicator Badge Requirements Form NJWF 100-C.

Also, send supporting documentation on NJWF-100-C, page 1 (Badge Check-in Log) to the NJWG DC, who is the approving authority. This ensures that the standards for approval are uniformly met throughout the wing.

CAPR 100-1 Par. 4-6 is supplemented to add:

Senior Members.

Supporting documentation shall include the NJ Wing Basic Communicator Badge Requirements Form NJWF 100-C, (NET check-in Log) and the appropriate level of the CAPP 214.

Ratings earned by seniors can be checked at the NHQ Web site. The URL is published in **NJWG_People.pdf** which is maintained by the NJWG/DC.

The pdf document is available on request.

CAPR 100-1 Par. 4-7 is supplemented to add:

Cadets.

Supporting documentation shall include the NJ Wing Basic Communicator Badge Requirements Form NJWF 100-C (net Check-in log), and in addition, the appropriate level of the CAPP 214 signed by the unit Commander for Cadets. .

CAPR 100-1 Par 5-1 is supplemented to add:

Requirements, ROA Students

Training and qualification of instructors shall be IAW the New Jersey Wing Operations and Training Plan.

Cadet students shall achieve the rank of Cadet Airman as a minimum requirement to attend the ROA-Basic and ROA Advanced training classes

Class Sign-in Form

This should be arranged in columns to include the following information:

- NAME (of each Student, Instructor, Assistant)
- CAP ID#
- HOME UNIT#
- DUTY (Instructor, ROA-B, or ROA-A Student, Assistant, Assistant Instructor).

The Class Sign-in Form shall be endorsed by the Class Instructor(s).

CAPR 100-1 Par. 5-2 is supplemented to add:

Certification

Proof of Completion of the Communications Orientation Class described in Par. 5-1 is the completion of the ROA-Basic Class Sign-in Form with the appropriate signatures. The class sign-in form shall be endorsed by the instructor and a copy there of shall be forwarded to the NJWG DC Upon validation, a *Radio Operator Authorization- Basic*, CAPF 76, shall be issued to students who registered for and attended the class.

A curriculum syllabus shall be designed to include topics IAW CAPR-100-1 and the document entitled as:

BASIC COMMUNICATION USER TRAINING

This document is available in electronic form in the Portable Document Format as **BCUT.pdf**; use the latest edition.

The source of this document is the NHQ web site. It is available upon request from the NJWG/DC.

CAPR 100-1 Par. 5-3 is supplemented to add:

Advanced Communication Training

Advanced Communications User Training will consist of the following: reading CAPR 100-1, NJ Wing Supplement 1 and the Radiotelephone Procedures Guide (CAPR 100-1 vol 3) **prior to** classroom attendance; attend the ACUT class; achieve a passing grade of 80% on the CAP Communications 119 Test; send and receive messages over the class net.

A curriculum syllabus shall be designed to include topics IAW CAPR-100-1 vol 1 and CAPR 100-1 vol 3

The ROA Adv syllabus is available in electronic form in the Portable Document Format as **ACUT.pdf**; use the latest edition.

The source of this document is the NHQ web site. It is available upon request from the NJWG/DC.

Proof of Satisfactory Completion of the Advanced Communications User Training described in Par. 5-3 is the completion of the NJW Form 109 or NJWF109A and submitting the form with the appropriate signatures to the NJW DC who issues a *Radio Operator Authorization, CAPF-76*.

A sign in sheet shall be available for students who are attending the class. The CAPF 103 style format may be used. The sign-in sheet shall be used as proof of attendance. Notations may be made at the option of the instructor as to test score, or PASS or FAIL, or percentage grade shall be added on the Sign-in sheet.

(a2-1)The practical exam shall include a formal test message, sent via radio during the ROA Advanced Class.

(C3) NJWF109A will be used to request the issuance of a CAPF 76. This form must be filled out completely and signed by the appropriate Communications Officer (s), whose CAPF 2a is on file at NJ Wing HQ. Net Participation shall be documented

CAPR 100-1 Par. 6-1 is supplemented to add:

Unit Authorization Application

All Units and personnel will use NJWF 104 when applying for any Station Authorization.

All non wing issued radios shall be reported on NJWF-104, to the Wing DC prior to being used on the CAP frequencies. Only radio equipment which is NTIA compliant can be used on CAP Frequencies

CAPR 100-1 Par. 6-3 is supplemented to add:

Lapse of Membership.

ROA privileges are in suspense when membership in Civil Air Patrol has lapsed. Reinstatement of ROA Privileges will be in accordance with CAPM-39-2.

CAPR 100-1 Par. 7-3 is supplemented to add:

Station Logs

- (b) Station logs may have time entries in local time where the time column on the CAPF 100 shall be noted as "LOCAL".

CAPR 100-1 Par. 7-9 is supplemented to add:

Effective Utilization, NCS Stations

The Net Control Station (NCS) will keep a log of those stations which participated in the NETs. This log will be used to verify effective equipment utilization.

In order to ensure that CAP-owned equipment is installed and operationally functional, all equipment owned by CAP must be used to sign onto at least 25% of all NJ Wing Nets. A copy of the NJ

Wing Station Check-In Log, NJWF 100A or NJ Wing HF Net Check-In Log, NJWF 100C must be submitted annually or upon request.

A periodic review will be made of the NCS Logs to validate the unit or individual station check-in logs. Failure to comply with the 25% standard of participation may result in the recall of such equipment that has been assigned to the unit or individual. The equipment will then be redistributed to other units or individuals with a demonstrated need.

Mobile Stations.

Mobile, Airborne and Handheld radio operators are exempt from the requirement of maintaining a station log.

CAPR 100-1 Par. 7-15 is supplemented to add:

Voice Call Signs

Voice Call Signs, and Call Sign Blocks for Wing, Group and unit members shall be defined in the Operations and Training Plan. Call sign structure may change due to growth and reorganization. The Operations and training Plan shall cover the hierarchy and organization of Call Sign Blocks.

Staff Personnel Call Signs:

Positional Call Signs are based on the office held. These Call Signs may be immediately used by the person duly authorized for a specific office via CAPF 2a. The person's original call sign is not affected unless they change their Unit affiliation.

Thus, it is possible for a Unit officer to have two Call Signs; one administrative, and one tactical (i.e., permanent as per unit assignment).

Administrative call signs shall be automatically assigned to the Staff Position IAW the template as per NJW-

**CAPR 100-1 vol 1 Aug 1996.
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100-1 upon issuance of CAPF 2a. The staff call sign holder shall hold, at the minimum, an ROA Basic CAPF 76.

CAPR 100-1 Par. 9-2 is supplemented to add:

Frequency Utilization

Family Radio Service

Letter of Guidance for use of FRS (Family Radio Service) as per memo from NHQ/DOK as attached shall be referenced and heeded.

- ❑ For unsupervised CAP use; a valid CAPF-76 ROA Card (Basic/Advanced) is required.
 - Assigned and Functional Call Signs are permitted
 - CAP Radio Operating Procedures Shall be observed and enforced.
- ❑ Authorized for non-mission critical activities.
 - ROA Classes,
 - Air Shows,
 - Bivouacs,

- Encampment,
- Meetings,
- Field Trips
- Conferences,
- Fund Raisers
- Model Rocketry.

Prohibited Uses for FRS.

- ❑ Actual Missions (i.e., with a mission number) and Training.
- ❑ While aboard an aircraft.
- ❑ Emergency/Disaster Response or any Emergency Services use.
- ❑ Command and control communications (Emergency Services).

Schedule of Attachments and Inserts.

- ❑ FRS-ISR Guidance Letter, NHQ/D
- ❑ Communicator's Badge Requirements NJWF 100c and NJWF 100A.
- ❑ NJWF109a; ROA Application form



NHQ Guidance Letter; FRS and ISR Radios.

NATIONAL HEADQUARTERS
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
MAXWELL AIR FORCE BASE, ALABAMA 36112-6332

09 August 2002

MEMORANDUM FOR CAP WINGS AND REGIONS

FROM: HQ CAP/DOK
105 SOUTH HANSELL STREET
MAXWELL AFB, AL 36112-6332

SUBJECT: Guidance For CAP Use of ISR and FRS Radio Equipment

Until recently, CAP had few options for short-range handheld radio communications. The cost of compliant VHF-FM handhelds and the low performance of 26.620 AM radios meant that many CAP activities that had a real need for short-range radio communications frequently had to do without.

When Family Radio Service (FRS) radios began appearing on the market at a reasonable price, many felt that they would provide just what CAP needed in this area. Unfortunately, at that time both National Telecommunications and Information Administration (NTIA) and Department of Defense regulations prohibited federal spectrum users from taking advantage of FRS. NHQ had no choice but to advise commanders and field units that FRS radios were not authorized for CAP use.

However, in response to the need for inexpensive short range communications, DoD frequency managers created a service similar to FRS for use by DoD units. NHQ acquired authorization for CAP to utilize these "Intra Squad Radios" (ISR) which are similar to FRS but operate on DoD frequencies. ISR was introduced to CAP communications managers last year and many units began to acquire and use them with great success.

Shortly thereafter, the NTIA and the Air Force changed their rules regarding the use of FRS radios, and established a limited authorization for their use. ISR is still the preferred service for this type of communications need, but FRS can now be used for some limited applications. The following is a summary of authorized use of both ISR and FRS radios by CAP units. This guidance is intended to inform commanders of the applicable AF and NTIA guidance and allow CAP

units to begin operations with these radios prior to the next re-issuance of CAPR100-1.

Intra Squad Radios (ISR)

ISR radios are authorized for all CAP units and activities, except that they must NOT be utilized in flight. Only radios specifically manufactured for the ISR service (currently available only from ICOM) are authorized and they may not be modified in any way, including the addition of external antennas or amplifiers. Because these radios operate only on federal frequencies, personal use of ISR radios is prohibited. For this reason, it is anticipated that wings will develop policies regarding personal purchase of these radios that will ensure they are not resold or used outside of CAP. Wing DCs have the information needed to purchase these radios directly from ICOM America.

Family Radio Service (FRS) Radios

While ISR is preferred, the use of FRS radios is authorized IAW Air Force Instruction 33-118. FRS radios are authorized for all CAP units and activities EXCEPT for communications directly supporting Emergency Services (actual missions and training) and any other activity directly involving emergency/disaster response, medical communications, or command and control communications.

Some permissible activities would include encampments, air shows, fund raisers, model rocketry, conferences, meetings and non-direct mission supporting activities of a similar nature. They would also be ideal as a hands on training tool for communications classes. They may not be used while airborne.

All FRS radios and operations must meet FCC Part 95 rules, including the necessity of using FCC-certified FRS equipment. FRS radios must not be modified in any way, and modified/illegal FRS radios are subject to confiscation.

GMRS. Note that this authorization DOES NOT extend to GMRS radios. GMRS is another FCC service which may operate on some of the same frequencies as FRS but at higher power. Unlike FRS, GMRS is a licensed service. A license for a specific geographical area is required and fees are charged by the FCC for this service. Use of GMRS radios is specifically prohibited under both NTIA and Air Force Instructions.

Procedures

Operations with both ISR and FRS radios should utilize normal CAP operating procedures, including callsigns. It is anticipated that functional callsigns would be utilized for most operations involving these radios.

To operate either FRS or ISR without supervision, operators must have completed Basic Communications User Training (BCUT) and possess a valid CAPF 76 Radio Operator Authorization.

Both ISR and FRS radios operate on frequencies shared with other users. In the case of ISR, these will be other federal spectrum users; with FRS, it could be almost anyone. When establishing and conducting operations with these radios, operators and managers must be alert and ready to take appropriate action if they encounter other users on the operating channel. Both ISR and FRS are "common use" channels and no user has priority over another. However, to avoid interference, moving to another channel may sometimes be the best course of action. While use of "tone codes" or "privacy codes" will reduce interference, they may not be sufficient, and an organized plan to change frequency if necessary to an alternate is recommended.

For the same reason, CAP's communications on these radios are likely to be monitored, either by another federal agency or by the general public. Make sure your operations are professional and your transmissions something you wouldn't mind being overheard.

MALCOLM C. KYSER JR.
Chief of Communications

Appendix of NJWG Communications Forms

NJWF 100C

BASIC COMMUNICATOR BADGE REQUIREMENTS

Technician Level

1. Member must hold a valid CAP ROAA (CAP Form 76).
ROA Number _____ **CAP ID** _____
2. Display ability to perform assigned duties with minimum supervision to the Squadron Communications Officer.

3. Participate in one mission in any communications capacity.
Attach proof of mission participation.
Date _____ Mission Number _____ Position _____

4. Participate in one communications exercise approved by the Wing Director of Communications.
Attach proof of participation in exercise.
Date _____ Exercise _____ Position _____

5. Actively participate in communications, checking into 25% of the local nets for a year. Log all check-ins on NJW Form 100A.
Attach a copy of NJW Form 100A.

6. Attend at least one communications meeting (Squadron, Group, Wing, Region).
Attach a copy of the attendance.
Date _____ Meeting _____

7. Review Communications Specialty Study Guide CAPP 214 with the Squadron Communications Officer and have the Unit Commander sign
Page 3.

Date of Communications Specialty Exam on NHQ e-Services Website _____.

8. Complete **CAPF 2A**, *Request for and Approval of Personnel Actions*.
The Communications Officer will sign CAPF 2A as requester and forward the CAPF 2A and all supporting documentation will be sent to the Wing Director of Communications for approval.

Applicant's Name _____ **CAP ID#** _____

Applicant's Signature _____

NJWF-100C

**NJWF 100A
Net Participation LOG**

CHECK IN	DATE	YOUR CALLSIGN	NCS CALLSIGN	MESSAGE SENT TO	P	R	C	MESSAGE NO.	REMARKS
1									
2									
3									
4									
5									
6									
7									
8									
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10									
11									
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45									

P = Priority Traffic

R = Routine Traffic

C = NET Check in

Applicant Name _____ CAPID# _____

Applicant's Signature _____

United States Air Force Auxiliary, Civil Air Patrol
P.O. Box 16099
McGuire Air Force Base, New Jersey 08641-6099

REQUEST FOR RADIO OPERATOR AUTHORIZATION (CAPF-76)
OR
REQUEST FOR COMMUNICATIONS INSTRUCTOR AUTHORIZATION

Check ---->	Operator, ROA-B()	Operator, ROA-A()	Instructor, ROA-B()	Instructor, ROA-A()
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APPLICANT INFORMATION

NAME	LAST:	FIRST:	MI:
ADDRESS	STREET:		
	CITY:	STATE:	ZIP:
PHONE	HOME: () -	WORK: () -	
	UNIT #: NJ _____	RANK:	CAPID:

Radio Operator Authorization, Advanced ROA-A Check List

CAPF 119 EXAM DATE _____	CAPF 119 Score _____ %	ATTACH COPY OF CAPF 119()
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COMPLETE Sections 1,2, or 3

1. Training Message (attach copy).
 NCS Call Sign; RD _____ Your Call Sign _____ Date _____

2. Mission Related Skills (ROA-A only)
 RACES () ARES () DISPATCH;-- LAW ENFORCEMENT() FIRE () EMS ()

3. Communication Exercise (i.e. SAREX, SAREVAL, Comm Exercise);
 DATE _____ LOCATION _____ MISSION # _____
 DATE _____ LOCATION _____ MISSION # _____

ROA INSTRUCTOR RATING CHECK LIST

<1> Graduate of North East Region Communications Instructor School. ()
 OR, All of the following

<1> APPLICANT'S ROA-A # _____ (ROA-A Required)

<2> Self study, Review of, and practice with ROA- Presentation and **PowerPoint** Training Materials. ()

<3> Read and discuss "How to Teach" as per Communications Ops and Training Plan ()

<4> Read and study latest supplement to CAPR 100-1, vol 1; NJWG 100-1 ()

<5> Endorsement of Supervising NJWG/DC, ROA-B, or ROA-A Instructor:
 _____ DATE _____

<6> For ROA-A Instructor; Observance of one ROA-A Class required for endorsement.

<7> Attach copy of attendance sheet of class taught ()

<8> Attach Student Review of Instructor Sheets()

APPLICANT'S SIGNATURE _____	DATE _____
UNIT, GRP COMM OFFICER _____	DATE _____
NJWG/DC, DCA _____	DATE _____
ROA# _____	ISSUE DATE _____
ACTION # _____	Data Base Update ()

Revision Log

23 August 2003

- ❑ Paragraph Titles added for ease of reference and cross check with CAPR 100-1
- ❑ Supplement to paragraphs added to table of contents in regard to subject mater.
- ❑ Supplement to para 5.2 changed to “Class Sign in Form (CAPF 103 reference removed)
- ❑ Supplement to Paragraph 6-1; CAPF 37C is the current form, 37E is obsolete
- ❑ Supplement to Paragraph 6.3 (NEW) Revocation of Authorization. CAPM 39-2 cited.
- ❑ Supplement to Paragraph 9-2;(NEW) NHQ parameters of using FRS for C.A.P. activities.
- ❑ NJWF 100A (New Jersey Wing Form) NET Participation log inserted.
- ❑ FRS-ISR Guidance letter added to this supplement as an attachment.
- ❑ Call Sign Structure removed. The section shall appear in the Operations and Training Plan.
- ❑ CAPR 100-1, Paragraph 6.3; Lapse of Membership with respect in retaining ROA privileges. CAPM 39-2 is cited.
- ❑ ROA Class sign-in form provided. Blank lines allow for assistants, other instructors.
- ❑ Line 7 of NJWF 100-C is changed to “Date of Communications Specialty Exam on NHQ services Website.”
- ❑ Paragraph 2-3 Mission bases are designated by the DOS; The DC lists the bases in the Emergency Communications Plan.
- ❑ Paragraph 4.6 URL for rating verification is in a document, NJWG_People.pdf. The document is available from the NJWG/DC